



Virginia College/University Partnership Laboratory School Planning Grant Application

2012-2013

(Application Submission Date: November 30, 2012)

*Secretary of Education Laura W. Fornash
Office of the Governor
Patrick Henry Building
1111 East Broad Street
Richmond, Virginia 23219
Phone: (804) 786-1151
E-mail: education1@governor.virginia.gov*

Virginia College/University Partnership Laboratory School Planning Grant

COMPETITIVE GRANT APPLICATION PACKET

Title:	Virginia College/University Partnership Laboratory School Planning Grant
Issuing Agency:	Secretary of Education Laura W. Fornash Office of the Governor Patrick Henry Building 1111 East Broad Street Richmond, Virginia 23219
Eligible Applicants:	Public or private institutions of higher education that operate a teacher education program approved by the Virginia Board of Education. No grantee shall receive more than one planning grant. Entities previously awarded <i>Virginia College/University Partnership Laboratory School Application Planning Grants</i> are ineligible to apply.
Funding Authority:	Virginia General Assembly
Grant Period	February 1, 2013 – June 15, 2013
Application Submission Deadline:	November 30, 2012

In order to be considered for selection, applicants must submit a complete response. The application materials (one original and five copies) must be mailed, hand delivered, or commercially delivered to the address below. In addition, one copy of the proposal must be submitted via e-mail to education1@governor.virginia.gov. Please note: Applications must be received by the Secretary of Education, Office of the Governor, **no later than 4 p.m., Eastern Daylight Time (EDT), on November 30, 2012**. Applications not meeting the delivery deadline will not be considered.

Physical and Mailing Address:
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GENERAL INFORMATION

Grant Award: The one-time planning grant awards will vary depending on the institution meeting the competitive selection criteria for evaluation described below. Total maximum amount of funding to all grantees, subject to availability of funds, will be \$600,000.

Eligibility: any Virginia public or private institution of higher education that operates a teacher education program approved by the Virginia Board of Education. Those entities previously awarded *Virginia College/University Partnership Laboratory School Application Planning Grants* are ineligible to apply for current grant awards.

Grant Period: The grant period for the 2012-2013 *Virginia College/University Partnership Laboratory School Application Planning Grants* will be February 1, 2013 – June 15, 2013 with no renewal opportunities available. Once an executed grant award agreement is in place, the SOE will issue payment for one third (1/3) of the award. A second installment of one third (1/3) of the award will be made approximately midway during the grant period. The final one third (1/3) will be issued after the grantee has submitted all grant deliverables and products. A final report must be submitted discussing the results of the planning project and providing a detailed expense report by line item. The final report will be due no later than June 15, 2013. **NOTE:** Any amounts authorized pursuant to the planning grant which are unused by grantee shall be reimbursed to the Secretary of Education upon submission of the detailed expense report. In addition, after having received the detailed expense report, if it is determined by the Secretary of Education that any amounts of the planning grant were used to pay for items outside the scope of the planning grant award agreement, grantee shall reimburse such funds to the Secretary of Education.

Grantee shall submit progress reports on a regular and consistent basis to meet the requirement for disbursement of funds. The progress reports shall be sent at the frequency specified in the planning grant agreement. The progress reports shall provide a brief description of the work performed, Grantee's activities, milestones achieved, any accomplishments during the reporting period, and any problems encountered in the performance of the work under the planning grant agreement.

Letter of Intent to Apply: Applicants are requested to submit an electronic letter of intent to apply no later than October 1, 2012. Failure to send a letter of intent will not preclude applicants from submitting a formal application for funding. The letter shall include the following: the name of the public institution of higher education; contact person, and the title, address, telephone number, and e-mail address of the contact person; and federal EIN. This letter should be e-mailed by October 1, 2012 to the Office of the Secretary of Education at education1@governor.virginia.gov.

General Requirements: Virginia College/University Partnership Laboratory Schools must adhere to state laws and regulations, including *Virginia Standards of Quality*, the *Virginia Standards of Learning*, and the Virginia Board of Education's [*Regulations Establishing Standards for Accrediting Public Schools in Virginia*](#). Consequently, *Virginia College/University Partnership Laboratory School Application Planning Grants* will only be awarded to applicants whose proposals contemplate schools that maintain adherence to the aforementioned laws,

regulations, requirements, and standards. It is incumbent upon applicants to ensure that all elements of the proposed school, including, but not limited to, school location and school year calendars, comport with state laws and regulations. The planning grant application is available on the Office of the Secretary of Education's (SOE) Web site at: <http://www.education.virginia.gov/>.

Notice: The Virginia Freedom of Information Act (FOIA), §§ [2.2-3700](#) et seq. of the *Code of Virginia*, guarantees citizens of the Commonwealth and representatives of the media access to public records held by public bodies, public officials, and public employees. Please be advised that documents submitted to the Office of the Secretary of Education are subject to FOIA and must be released in response to a FOIA request unless the records are exempt as specifically provided by law.

COMPETITIVE GRANT REQUIREMENTS

I. PURPOSE

The Secretary of Education is pleased to announce the 2012-2013 *Virginia College/University Partnership Laboratory School Application Planning Grant*. Secretary of Education planning grants totaling \$600,000 will be awarded to public or private institutions of higher education in Virginia that operate a teacher education program approved by the Virginia Board of Education. The planning grant is intended to support the planning and development process that will enhance an applicant's consideration for the implementation of a college/university partnership laboratory school. Receipt of a planning grant does not guarantee subsequent approval of a college/university partnership laboratory school.

II. BACKGROUND

Section [23-299](#) of the *Code of Virginia* defines a college partnership laboratory school as "a public, nonsectarian, nonreligious school established by a public or private institution of higher education that operates a teacher education program approved by the Virginia Board of Education." College partnership laboratory schools are public schools established by contract between the governing board of a college partnership laboratory school and the Board of Education. Pursuant to the *Code*, the members of the governing board are selected by the institution of higher education establishing the college partnership laboratory school.

As provided in § [23-299](#) of the *Code*, a college partnership laboratory school may be established to:

- Stimulate the development of innovative programs for preschool through grade 12 students.
- Provide opportunities for innovative instruction and assessment.
- Provide teachers with a vehicle for establishing schools with alternative innovative instruction and school scheduling, management, and structure.
- Encourage the use of performance-based educational programs.
- Establish high standards for both teachers and administrators.

- Encourage greater collaboration between education providers from preschool to the postsecondary level.
- Develop models for replication in other public schools.

A college partnership laboratory school shall be subject to all federal and state laws and regulations and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, gender, national origin, religion, ancestry, or need for special education services. Enrollment shall be open to any child who is deemed to reside within the Commonwealth through a lottery process on a space-available basis.

In accordance with [§ 23-299.4](#), *Code of Virginia*, any “public or private institution of higher education operating within the Commonwealth and having a teacher education program approved by the Board of Education may submit an application for formation of a college partnership laboratory school.”

This section of the *Code* also states:

The purposes of the college partnership laboratory school application are to present the proposed school’s academic and operational vision and plans, demonstrate the applicant’s capacities to execute the proposed vision and plans, and provide the Board of Education a clear basis for assessing the applicant’s plans and capacities. An approved college partnership laboratory school application shall not serve as the school’s contract. Within 90 days of approval of a college partnership laboratory school application, the Board of Education and the governing board of the approved school shall execute a contract that clearly sets forth the academic and operational performance expectations and measures by which the college partnership laboratory school will be judged and the administrative relationship between the Board of Education and the college partnership laboratory school, including each party’s rights and duties. The performance expectations and measures set forth in the contract shall include but need not be limited to applicable federal and state accountability requirements. The performance provisions may be refined or amended by mutual agreement after the college partnership laboratory school is operating and has collected baseline achievement data for its enrolled students.

Please visit the Virginia Department of Education’s (VDOE) Web site at: http://www.doe.virginia.gov/instruction/laboratory_schools/index.shtml for additional information on college/university partnership laboratory schools in Virginia.

III. STATEMENT OF NEEDS

Applicant’s Proposal

Proposals shall:

1. **Provide a comprehensive description of the proposed planning project to implement a college/university partnership laboratory school to include the following: [Limit of 5 pages or less.]**
 - a. Mission of the institution of higher education and its relationship to the establishment of a college/university partnership laboratory school;
 - b. Overview of the proposed college/university laboratory school model;
 - c. The proposed physical location of the school;
 - d. Objective and goals in the establishment of a college/university partnership laboratory school.
 - e. The focus of the school and why it was selected to be addressed by the applicant (include specific grade level(s) and projected population);
 - f. An explanation of the commitment of the college/university to support the concept of implementing a college/university partnership laboratory school;
 - g. How the institution will conduct a formal assessment of the need and support for a college/university partnership laboratory school in the community it plans to serve; and
 - h. A description of the benefit to the institution of higher education and the community.
2. **Provide a narrative of research and analysis, to include the following: [Limit of 5 pages or less.]**
 - a. A description of the plans to conduct research on best practices and model college/university partnership programs;
 - b. A description of the information gathering process to address implementation responsibilities (adherence to state laws and regulations, including *Virginia Standards of Quality*, the *Virginia Standards of Learning*, and the Virginia Board of Education's [Regulations Establishing Standards for Accrediting Public Schools in Virginia](#)), curriculum, college readiness personnel, resources, estimated costs, available funding resources, fundraising, governance structure, and sustainability; and
 - c. How the applicant will evaluate the effectiveness of its chosen activities as it relates to the project's goals and objectives and the overall purpose of the planning grant.
3. **Provide a comprehensive description of the planning process to include the following: [Limit of 5 pages or less.]**
 - a. Identification of expected intermediate outcomes;
 - b. The activities of the project that clearly lead to the identified intermediate outcomes;
 - c. A description of the stakeholders involved; the name of the coordinator of the grant, and any committee(s)/teams(s) to be formed and its (their) composition;
 - d. How the institution plans to convene key stakeholders in the institution of higher education and the business and education

communities to build partnerships and plan collaboration to implement a successful and sustainable college/university partnership laboratory school; and

- e. A description of the initiatives, tasks, etc., involved in the planning process.

4. Submit a budget (including a budget narrative) and timeline for the planning process, to include at least the following information. Please note that funds made available under the planning grant must relate directly to the planning activities (such as faculty release time, consultant costs, travel, meeting space) to be conducted. The grant proposal should not include indirect costs. Administrative costs must not exceed fifteen (15%) percent of the total grant amount requested and must relate directly to this grant program. **[Limit of 5 pages.]**

Detailed costs associated with the planning process:

- a) **Direct Costs:** The applicant should clearly list the direct costs associated with executing the project activities and evaluation. Program costs must be categorized using the following headings and guidance:
 - i. Salaries and Wages. Please include the role of key personnel and their responsibilities, qualifications and compensation. Entries should identify project staff positions; names of individuals; the base rate of pay per hour, day, week, month, or year; and the total amount or percent of their work time to be charged to the project. Replacement or release-time noted costs or provided match of project faculty personnel should reflect what it would actually cost the institution to hire adjunct faculty. Salaries cannot be drawn at a higher rate than what the individual normally receives.
 - ii. Employee Benefits. Please note by name and amount and percentage any employee benefits associated with program personnel positions.
 - iii. Travel. Transportation, lodging, meals, and other appropriate travel expenses of project staff and consultants should be budgeted in accordance with institutional policies and regulations, based on the Commonwealth of Virginia's current travel regulations ([VA Travel Regulations](#)). All project travel must be directly related to the proposed grant activities.
 - iv. Materials and Supplies. Supplies, materials and services directly consumed in the course of the project. This category includes: office supplies; educational and laboratory materials; books and audiovisual materials; communications (postage, local and long-distance telephone charges, etc.); printing, publication and photocopying services; and computer services.
 - v. Consultants and Contracts. Fees for special professional services to the project by individuals or vendors not involved as project staff (employees). Entries should be by name and title of consultant (if known), type and amount of consultant services to be provided. Related travel expenses should be itemized under "Travel."

vi. Other. These charges may include rental of space (office and instructional) if strongly justified, as well as rental of specialized program equipment or purchase of software which is not otherwise available. Capital equipment purchases are not allowed. Administrative costs are limited to no more than fifteen (15%) percent of the total cost of the project.

- b) **Indirect Costs:** Indirect costs are not allowed at any rate.
- c) Timeline to complete tasks and responsible parties for the initiatives;
- d) Amount and source of other financial contributions. Please be reminded that grant funds are intended to supplement, not supplant, existing funding sources.
- e) Amount and source of in-kind contributions.

5. Submit a Memorandum of Understanding (MOU) signed and executed by all parties who will comprise the proposed College/University Partnership Laboratory School (Absolute requirement). To be eligible for a planning grant, an applicant must demonstrate that it has established a commitment from one or more entities in the public or private sector, which may include Federal, State, and local public agencies, philanthropic organizations, private businesses, or individuals, to provide financial, technical, in-kind and/or other means of support. Demonstration of this commitment must include an MOU signed and executed by all parties who will comprise the proposed College/University Partnership Laboratory School. At least one party to the MOU must be a public school division in the Commonwealth. While the MOU is an absolute requirement, the grant offers competitive preference to applicants that form meaningful partnerships with multiple public and private organizations to sustain their work and provide services to help meet and enhance the proposed partnership's ability to succeed. **[Limit of 5 pages.]**

- a. Details as to the tasks and responsibilities of each signatory to the MOU;
and
- b. Timeline to complete tasks and respective responsibilities by the signatory parties.

IV. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

A. GENERAL INSTRUCTIONS:

In order to be considered for selection, applicants must submit a complete response. The application materials (one original, five copies) must be mailed, hand-delivered or commercially delivered to the following address. In addition, one copy of the proposal must be submitted via email to education1@governor.virginia.gov.

Physical and Mailing Address:

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B. SPECIFIC PROPOSAL INSTRUCTIONS:

1. Proposals shall be signed by the president or provost of the institution of higher education and the dean or chair of the school/department of education. The signatories must certify that to the best of his/her knowledge the information in the application is correct, and that the applicant has addressed all application elements that pertain to the proposed college/university partnership laboratory school planning grant. All information requested should be submitted. Failure to submit all information requested may result in the Secretary of Education requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the Secretary of Education.
2. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the planning grant application. Emphasis should be placed on completeness and clarity of content.
3. Proposals should be organized in the order in which the requirements are presented in the application. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the application. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the application. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross-references the application requirements. Information which the applicant desires to present that does not fall within any of the requirements of the application should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the application requirements are specifically addressed.
4. Proposals should be as thorough and detailed as possible so that the Office of the Secretary of Education may properly evaluate the applicant's capabilities to conduct the planning grant activities. Submission guidelines are as follows:
 - Applications should not be submitted in binders or special covers.
 - Applications should be typed on 8-1/2-inch by 11-inch paper, single-sided pages, with a one-inch margin on all sides.
 - A standard 12-point font, such as Times New Roman or Arial, should be used for the proposal and any appendices.

- Boldface type, underlining, and italics may be used. However, do not use color text.
- Page numbers should be noted in the top right-hand corner of each page. Start with page one and number the pages consecutively throughout the document.
- Reliance on the use of and reference to appended materials is discouraged. If appended materials are required, these should be kept to a minimum.

V. **EVALUATION AND AWARD CRITERIA**

Proposals will be evaluated by the Office of the Secretary of Education using the criteria below. **[Refer to the Statement of Needs for additional detail on which the proposal will be evaluated.]**

The maximum number of points that an application can receive is 100 based on the following distribution.

<i>ITEM</i>	<i>CRITERIA</i> <u>[Refer to the corresponding item number in the Statement of Needs for additional detail on which the proposal will be evaluated.]</u>	<i>POINT VALUE</i>
1.	A comprehensive description of the proposed planning project to implement a college/university partnership laboratory school	20
2.	A narrative of research and analysis	30
3.	A comprehensive description of the planning process	30
4.	A budget (including a budget narrative) and timeline for the planning process	20
5.	Submission of a Memorandum of Understanding (MOU) signed and executed by all parties who will comprise the proposed College/University Partnership Laboratory School	Absolute requirement
	<i>Total</i>	<i>100</i>

Decisions about award amounts take into consideration a number of factors including the amount of available funds, the number of applications recommended for funding, and the amounts requested in the recommended applications. In the event that the total amount requested in the applications recommended for funding exceeds the total amount of available funding, awards will be adjusted to accommodate the difference.